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Class Specifications  
for the Class:

GENERAL CONSTRUCTION AND MAINTENANCE SUPERVISOR I  
(GEN CONSTR & MTNCE SUPVR I)

Duties Summary:

Supervises the work of a group of skilled tradesmen, helpers, equipment operators, and laborers engaged in the construction, maintenance, alteration and repair of structures, buildings, roadways and parking areas, utility systems, adjacent grounds and other related areas; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the first level full supervisory class in the series.

This class differs from that of General Construction & Maintenance Supervisor II in that the General Construction & Maintenance Supervisor I is the immediate supervisor of skilled trades workers, equipment operators, laborers and other unskilled and semi-skilled workers in the construction and maintenance of buildings and other structures, paved areas, and utility systems, and the maintenance of automotive and other motorized equipment, lawns and other open or fenced areas, and so forth; whereas the General Construction & Maintenance Supervisor II supervises through subordinate supervisors a large work force of skilled trades workers, equipment operators, laborers and other unskilled and semi-skilled workers in the construction and maintenance of buildings and other structures, paved areas and utility systems, and the maintenance of equipment, grounds and other areas.

Examples of Duties:

Plans, schedules, assigns, and inspects the work of a maintenance crew engaged in the construction, maintenance, alteration and repair of buildings, structures, roads and parking areas, utility systems, and related areas which may include airport runways, taxiways and plane parking areas; issues work orders for painting buildings, repairing and replacing floors, windows, partitions, doors and plumbing in buildings; inspects work performance; supervises the altering, remodeling and renovating of buildings and offices; supervises the maintenance and repair of runway lights, beacons, obstruction lights, lighted wind indicators, taxi lights and emergency power plants; occasionally serves as an inspector on contractual work; supervises the maintenance of adjacent grassed and landscaped

areas; supervises the maintenance and repair of electrical distribution systems, water distribution systems, water drainage and sewage lines and steam and refrigeration plants; supervises the maintenance and repair of trucks, tractors, passenger cars, buses, and farming equipment; may supervise an inmate construction and repair crew engaged in the construction, maintenance and repair of buildings, utility systems, and structures, and other maintenance work in part of the vocational rehabilitation program of an institution; supervises clearing of bush and other heavy maintenance of grounds, trails and other areas; estimates costs and quantity of labor, materials, and equipment needed to do repair jobs on buildings and utility systems; submits requisitions for supplies and materials needed for repair of buildings and structures; periodically inspects installations to determine the adherence to safety, fire prevention practices and maintains firefighting equipment, spot checks all work in process to be certain that all workmanship meets prescribed standards and that safety, building, electrical and fire regulations are not violated; computes estimates of time and cost of construction and maintenance projects; maintains material, time and work activities records; compiles and submits periodic operational reports; reads and interprets blueprints; and requisitions equipment, supplies, and materials needed for alteration and repairs and occasionally participates in the performance of maintenance and repair work activities.

Minimum Qualification Requirements:

Experience and Training: Eight (8) years of work experience in performing a variety of work in the construction and maintenance of buildings, structures or utility systems, of which four (4) years shall have been as a fully competent skilled worker and including one year of supervisory work experience which included the planning and scheduling of work of other fully competent workers, assigning and reviewing their work, and providing training; or an equivalent combination of experience and training.

Knowledge of: Practices and methods used in building construction and maintenance trades including carpentry, plumbing, electrical, masonry, painting and automotive repair; the tools, equipment and material used in the building construction and maintenance trades; applicable building, electrical and fire codes and regulations; safety practices, codes and fire and safety regulations; principles and practices of supervision.

Ability to: Plan, lay out, assign, direct and coordinate the work of skilled trades workers and laborers; schedule the work of trades workers so as to accomplish building construction or repair effectively; inspect the work of trades workers and detect flaws

or defects in workmanship or materials; detect the malfunctioning of equipment and determine the necessary repairs required; read and interpret building plans and check construction or repair work for conformance thereto; estimate costs and quantities of labor, materials and equipment; give clear and concise oral and written instructions; maintain records and make operational reports; and maintain good working relationships with others.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

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This is an amendment to the class specifications for the class GENERAL CONSTRUCTION AND MAINTENANCE SUPERVISOR I approved on June 16, 1959.

DATE APPROVED: 12/6/84

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JAMES H. TAKUSHI  
Director of Personnel Services